

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.**  
2491  
**Page** 1 **of** 3

<b>Agency</b> Department of Agriculture	<b>Division/Unit</b> Administrative Services - Personnel, EEO & Training
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Item No.	Description	Retention
<b>Supersedes Schedule 2094</b>		
01	MS 310 Form Files - contain on each Personnel Management Service position within the Department. Information on form includes name of incumbent, position number, its location, statistical and fiscal data on position including employee group and collective bargaining designation, as well as personal information on the employee.	Retain in Office until current administrative value ceases and then transfer to State Records Center for three (3) years, then destroy.
02	Active Personnel Files - contain applications appointment letters, correspondence relating to new appointment, personnel payroll forms and information, personnel position action requests, retirement forms, charges for removal, commendations, counseling sessions, disciplinary actions, efficiency ratings, grievance actions, health insurance benefit forms, probation information, promotion information, resumes, suspension actions, training information, letter of recommendations, retirement information, transfer and dismissal information.	Retain in Office until current value ceases, status changes to In-Active Record,  (see item 3)
03	In-Active Personnel Files - contain applications, appointment letters, correspondence relating to new appointment, personnel payroll forms and information, personnel position action requests, retirement forms, charges for removal, commendations, counseling sessions, disciplinary actions, efficiency ratings, grievance actions, health insurance benefit forms, probation information, promotion information, resumes, suspension actions, training information, letter of recommendations, retirement information, transfer and dismissal information.	For first year after separation retain in the office, then transfer to State Retention Center for three (3) years, then destroy.

Schedule Approved by Department,  
Agency,  
or Division Representative.  
Date 1/16/09  
Signature [Signature]  
Typed Name Momoh A. Conteh  
Title Director, Human Resource Office

Schedule Authorized by State Archivist

Date 2 Jun 09

Signature

[Signature]

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> (Continuation Sheet)		<b>Schedule No.</b> 2491
<b>Agency</b> Department of Agriculture		<b>Division/Unit</b> Administrative Services - Personnel, EEO & Training
<b>Item No.</b>	<b>Description</b> Supersedes Schedule 2094	<b>Retention</b>
04	Employee Medical and Substance Abuse, FMLA, Leave Bank and Donated Leave File	Retain in Office until administrative value ceases and then transfer to State Records Center for three (3) years, then destroy.
05	Testing Information and Files	Retain in Office until current administrative value ceases and then transfer to State Records Center for three (3) years, then destroy.
06	Recruitment and Selection Files	Retain in Office until current administrative value ceases and then transfer to State Records Center for three (3) years, then destroy.
07	Worker's Compensation and First Report of Injury	Retain in Office for three (3) years, transfer to State Records Center for three (3) years, then destroy.
08	EEO Files and Investigative Reports	Retain in Office for three (3) years after final determination, transfer to State Records Center for three (3) years, then destroy.

DGS 550-1A (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> (Continuation Sheet)		Schedule No. 2491  Page 3 of 3
Agency : Department of Agriculture		Division/Unit : Administrative Services - Personnel, EEO & Training
Item No.	Description	Retention
	Supersedes Schedule 2094	
09	Grievance, Settlement Conference and Court Files	Retain in Office for three (3) years after final determination, then destroy.
10	Agency Adverse Action Reports	Retain in Office for three (3) years, transfer to State Record Center for three (3) years, then destroy.
11	EEO Annual Reports	Retain in Office for three (3) years, transfer to State Record Center for three (3) years, then destroy.
12	Agency Training Reports	Retain in Office for three (3) years, transfer to State Record Center for three (3) years, then destroy.

DGS 550-1A (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 12

Department/Agency

Agriculture

2. Division

Administrative Services

3. Unit

Personnel

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title

State Department of Personnel MS 310 Forms

5. Earliest Year/Latest Year  
\_\_\_\_\_ to \_\_\_\_\_

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Form MS 310 is kept on each classified and unclassified position within the department. Information included in the form consists of the name of the person occupying the position, its location, statistical data on the employee and the last personnel action taken. These forms are used to process most personnel transactions regarding the position and employee.

Record Series Format(s)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Sequence

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

4  
Number

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

10. Annual Accumulation -

15 (310)  
Number

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

11. File is Used

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. File Becomes Inactive After

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. Current Location(s)

(Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
☒ Yes      ☐ No

DBM

15. Access Restrictions

- ☐ Yes      ☐ No  
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- ☒ None      ☐ State      ☐ Federal      ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☒ No

18. Recommended Retention

Three (3) years

Name and Title of Preparer

Francisca M. de Castro  
Office Secretary

20. Telephone Number

410-841-5840

21. Date

1/16/2009

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Attention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>2</u> OF <u>12</u>
Department/Agency  <div style="text-align: center;">Agriculture</div>	2. Division  <div style="text-align: center;">Administrative Services</div>	3. Unit  <div style="text-align: center;">Personnel</div>
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title  <div style="text-align: center;">Active Personnel Files</div>		5. Earliest Year/Latest Year _____ to _____
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <div style="text-align: center;"> <p>Individual file folder for each current classified and unclassified employee. Folder contains correspondence relative to employees employment, employees' applications, MD State Retirement forms, Department of Personnel forms, Central Payroll forms, Health Insurance forms.</p> </div>		
Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____           </div> <div style="text-align: center;"> <u>20</u>              Number           </div> </div>
10. Annual Accumulation -  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____           </div> <div style="text-align: center;"> <u>1/2</u>              Number           </div> </div>		
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <div style="text-align: center;">Three (3) years</div>	
Name and Title of Preparer  <div style="text-align: center;">Francisca M. de Castro Office Secretary</div>	20. Telephone Number  <div style="text-align: center;">410-841-5840</div>	21. Date  <div style="text-align: center;">1/16/2009</div>

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>3</u> OF <u>12</u>	
Department/Agency  Agriculture		2. Division  Administrative Services		3. Unit  Personnel	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  In-Active Personnel Files				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  Individual file folder for each former classified and unclassified employee. Folder contains correspondence relative to employee's prior employment with this department plus the employee's application, MD State Retirement forms, Department of Personnel Forms, Central Payroll forms and Health Insurance forms.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>6</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Three (3) years			
Name and Title of Preparer Francisca M. de Castro Office Secretary		20. Telephone Number 410-841-5840		21. Date 1/16/2009	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>4</u> OF <u>12</u>	
Department/Agency  Agriculture		2. Division  Administrative Services		3. Unit  Personnel	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  Employee Medical and Substance Abuse, FMLA Leave Bank, and Donated Leave File				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Individual employee folders that contain medical documentation such as physicians' disability certificates, benefit enrollment, leave bank and donated leave and documentations relative to Family and Medical Leave Act.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>8</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Three (3) years			
Name and Title of Preparer  Francisca M. de Castro		20. Telephone Number  410-841-5840		21. Date  1/10/2009	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>5</u> OF <u>12</u>	
Department/Agency  <p style="text-align: center;">Agriculture</p>		2. Division  Administrative Services		3. Unit  Personnel	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  <p style="text-align: center;">Testing Information &amp; Files</p>				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <p style="text-align: center;">These are folders that contain applications that were reviewed and passed the testing process in accordance with the job specifications and that they are now ready to be placed in the eligible list.</p>					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>2</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) _____		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <p style="text-align: center;">three (3) years</p>			
Name and Title of Preparer  Francisca M. de Castro Office Secretary		20. Telephone Number  410-841-5840		21. Date  <p style="text-align: center;">1/16/2009</p>	



Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>6</u> OF <u>12</u>
Department/Agency  Agriculture	2. Division  Administrative Services	3. Unit Personnel :
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title  Recruitment Files		5. Earliest Year/Latest Year _____ to _____
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  When we recruit to fill a vacant position, a file folder is prepared for the classification being recruited. Information contained includes Department of Personnel Certification of Eligible List, copies of letters mailed to applicants, interview schedule, names of applicants interviewed, interview sheet, applicants' application and other data furnished to us by the applicants, job description and list of questions asked.		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____           </div> <div> <u>5</u>              Number           </div> </div>
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		10. Annual Accumulation -  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____           </div> <div> <u>1/3</u>              Number           </div> </div>
12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room)
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))
16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Recommended Retention  Three (3) years		19. Name and Title of Preparer Francisca M. de Castro Office Secretary
20. Telephone Number 410-841-5840		21. Date 1/16/2009

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>7</u> OF <u>12</u>	
Department/Agency  Agriculture		2. Division  Administrative Services		3. Unit  Personnel	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  Worker's Compensation and First Report of Injury				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Individual employee folders that contain reported work place injuries including employee and supervisor's report of injury, medical forms and all correspondence from the Injured Workers Insurance Fund.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention  Three (3) years			
Name and Title of Preparer Francisca M. de Castro Office Secretary		20. Telephone Number 410-841-5840		21. Date 1/16/2009	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>8</u> OF <u>12</u>	
Department/Agency  Agriculture		2. Division  Administrative Services		3. Unit  Personnel	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
Record Series Title  EEO Files and Investigative Reports				5. Earliest Year/Latest Year _____ to _____	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  File folders that contain information on complainant. Reports compiled on investigation.					
Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>2</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Three (3) years			
Name and Title of Preparer  Francisca M.de Castro Office Secretary		20. Telephone Number 410-841-5840		21. Date 1/16/2009	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>9</u> OF <u>12</u>	
1. Department/Agency  Agriculture		2. Division  Administrative Services		3. Unit  Personnel	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  Grievance, Settlement Conference and Court files				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  File folders that contain actual or supposed circumstance regarded as just cause for complaint.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>2</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Three (3) years			
Name and Title of Preparer  Francisca M. de Castro Office Secretary		20. Telephone Number  410-841-5840		21. Date  1/16/2009	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>10</u> OF <u>12</u>
Department/Agency  Agriculture	2. Division  Administrative Services	3. Unit  Personnel
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title  Agency Adverse Action Reports		5. Earliest Year/Latest Year _____ to _____
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <p style="text-align: center;">The records include personnel actions processed through the Department of Budget and Fiscal Planning and the Department of Personnel. Actions processed include changes to positions within the Department.</p>		
Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <u>1/2</u> Number           </div> <div> <input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____           </div> </div>
1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation -  <div style="display: flex; justify-content: space-between;"> <div>           _____ Number         </div> <div> <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____         </div> </div>
3. Current Location(s) (Bldg., Floor, Room)		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div>           _____ Number         </div> <div> <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)         </div> </div>
5. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
18. Recommended Retention  <p style="text-align: center;">Three (3) years</p>		21. Date  <p style="text-align: center;">1/16/2009</p>
Name and Title of Preparer  Francisca M. de Castro Office Secretary	20. Telephone Number  410-841-5840	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>11</u> OF <u>12</u>	
Department/Agency  Agriculture		2. Division  Administrative Services		3. Unit  Personnel	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  EEO Annual Report				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This is a report that contains agency's assignment of responsibility, accomplishments, employees interviewed and hired, contractual work force, internal and external discrimination complaints, americans with disabilities act reasonable accommodation requests, training activity, full-time and part-time employees utilization and summary of separations and terminations.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
3. Current Location(s) (Bldg., Floor, Room) _____		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>DBM</i>			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Three (3) years			
Name and Title of Preparer Francisca M. de Castro Office Secretary		20. Telephone Number 410-841-5840		21. Date  <i>1/16/2009</i>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		PAGE <u>12</u> OF <u>12</u>
Department/Agency  Agriculture	2. Division  Administrative Services	3. Unit  Personnel

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title  Agency Training Reports	5. Earliest Year/Latest Year _____ to _____
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

If generated, a report would include a summary of all in-house and out-of-service training activities.

7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation - _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  Three (3) years

Name and Title of Preparer  Francisca M. de Castro Office Secretary	20. Telephone Number  410-841-5840	21. Date  1/16/2009
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IS 550-4 (Rev. 1/93)